



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: 17428 - Source Protection Program Manager - GS-15

Salary Range: \$114,590 - \$164,200 (not applicable for detailees)

Vacancy Open Period: 11/07/2018 – 11/15/2018

Position Type: Cadre, Detailee

Who May Apply: Internal and External Candidates, Detailees

Division: IC IG/FORUM

Duty Location: Reston, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal or external candidate to fill a GS-15 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps. • For a cadre assignment:

- Current ODNI permanent cadre.
- Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)



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- Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply.) ○ Candidates outside the Federal Government.
- For a detailee assignment:
 - Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply.)

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The Inspector General (IG) conducts, supervises, and coordinates inspections, audits, investigations, and reviews relating to the programs and operations over which the Director of National Intelligence has authority and responsibility.

Major Duties and Responsibilities (MDRs)

- This position, provides direct legal, policy, and investigative support to the Director for the Center for Disclosure and Source Protection.
- Provide legal advice and guidance in support of the IC IG Forum's Whistleblowing Program, which includes a wide range of complex legal issues involving areas of law affecting the Inspector General's duties and responsibilities under the Inspector General Act of 1978, the National Security Act of 1947, Presidential directives, Executive Orders, and other related laws, regulations and policies, including civil, criminal, and administrative procedure; fraud; appropriations; procurement; grants; federal disclosure statutes; conflicts of interest; ethics; employee standards of conduct; and discipline.
- Provide legal advice, guidance, and training to IC OIG staff in connection with whistleblower protections and reprisal issues.
- Conduct or direct legal research and analysis on complex or sensitive legal issues as well as on laws, regulations, and policies that have an impact on OIG, ODNI, and/or IC interests.
- Analyze and review requests for IG External Review under Section C of PPD-19, or subsequent policy directive, to include reviewing completed reports of investigation (RoIs), reviews, and docket files; all information provided by the requestor; analysis of the framing allegation(s), determining elements of proof, and identifying investigative tasks.
- Manage and track External Review Panel (ERP) requests- plan, prepare, present written documents including: reports of investigative completeness; memoranda to management; requests for additional



information; present oral briefings to IC senior leaders on the status of review requests and final ERP determination; track ERP metrics on a quarterly basis.

- Analyze statutes, bills, reports, legislative, and Congressional materials, as well as proposed Executive Branch orders, directives, regulations and policies, to determine their effect on the OIG, ODNI, and the IC; provide substantive advice and counsel to senior OIG management on legislative proposals, Congressional testimony, and related documents.
- Serve as the IC IG Forum's liaison with IC OIGs and maintain productive working relationships with these OIG elements, IC colleagues, the Council of Inspectors General on Integrity and Efficiency on Whistleblower initiatives, best practices, investigative trends, policy and statutory requirements and training opportunities.

Mandatory and Educational Requirements

- Superior multi-disciplinary legal skills and experience dealing with complex legal issues, as well as a proven ability to interpret laws, regulations, judicial decisions, Executive Orders, and statutes involving complex concepts and issues.
- Demonstrated knowledge of one or more of the general or specialized areas of law practice, such as: the Inspector General Act of 1978, as amended, Whistleblower protections, workplace investigations, intelligence oversight, privacy and civil liberties, federal employee ethics, National Security Law, Equal Employment Opportunity law, operations law, acquisition and appropriations, administrative law, and litigation.
- Demonstrated ability to maintain confidentiality; uphold integrity standards; and adhere to the highest discretionary standards.
- Expert research abilities, including the ability to quickly integrate and synthesize the facts and law to make legally sound decisions and recommendations pertaining to complex situations, or in the context of ambiguous or ill-defined situations.
- Superior ability to routinely communicate, orally and in writing, complex concepts and issues in a manner well matched to the audience being addressed, and to consistently make sound, timely decisions in complex situations.
- Demonstrate strong interpersonal skills, demonstrated ability to work collaboratively and effectively in a fast-paced, multicultural, dispersed team environment.
- Extensive legal knowledge obtained through the completion of a Doctorate of Jurisprudence or Bachelor of Laws degree from an American Bar Association-accredited law school, and active membership of the Bar of the highest court of a US State, Territory, Commonwealth, or the District of Columbia.

Desired Requirements

- Knowledge of the Federal ombudsman function, and knowledge and understanding of EEO and grievance policies, procedures, and Federal regulations.



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- Experience and skill in counseling and negotiation techniques. □ Administrative Investigations Training.

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to joswida@dni.ic.gov (*Daniel J.*; mitchsl@dni.ic.gov (*Stephanie M.*); and davijao@dni.ic.gov (*Jacqueline D.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

External Candidates:

Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of an ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

A complete application must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.



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- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- e. **SF-50:** Current or former Federal Government employees must provide an SF-50, “Notification of Personnel Action” to verify current federal status, position, title, grade, and organization of record.

WHERE TO SUBMIT: Applications should be sent to Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to joswida@dni.ic.gov (Daniel J.); mitchsl@dni.ic.gov (Stephanie M); and davijao@dni.ic.gov (Jacqueline D.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

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Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).*

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, “Notification of Personnel Action” to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.



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Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 301-243-9041.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 301-243-9041; Email: Recruitment_TeamB@dni.gov

Other Information

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfed.com>
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered): <http://www.opm.gov/retire/index.asp> If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system. □ Annual and Sick Leave: <http://www.opm.gov/oqa/leave/index.asp>



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- Flexible Spending Accounts for Health Care and Dependent Care:
<http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov, by unclassified email at DNI-EEOD_WMA@cia.ic.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**